UNC Wilmington Budget Office

On Line Budget Revisions

User's Manual

9/18/2013

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On Line Budget Revisions

User's Manual

Overview

On-line budget revision access is limited to the budget authority or designee for each Banner Finance fund. The fund must be a budgeted fund. All general funds (1XXXXX) and budgeted special funds (2XXXXX, 3XXXXX, 5XXXXX, and 9XXXXX) are eligible for on-line budget revisions. All unbudgeted funds are ineligible for on-line budget revisions.

Movement is limited to the contracted services (921000), purchased services (920000), supplies and materials (930000), and property plant and equipment (940000), and other expenses and adjustments (950000). For trust funds movement is allowed for temporary wages (915000) and contracted services (921000). For contract and grant funds, contracted services (921000), C&G travel (920100) and C&G participant travel (920200) are also available.

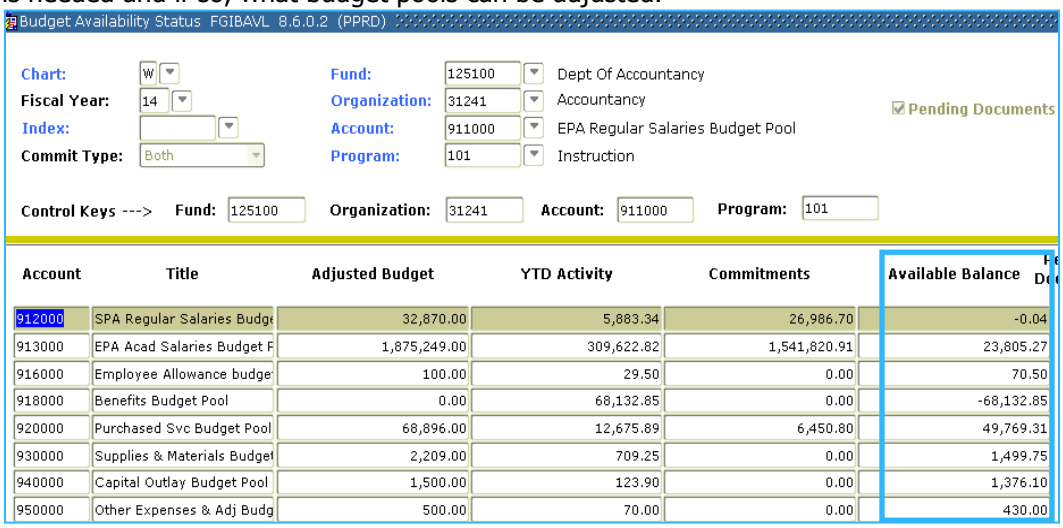
The amount of budget moved must be whole dollars, no cents, ex. 10.

Check Available Budget

The first step is to determine the appropriate budget revision by reviewing current balances in Banner Finance.

A. Access Banner Finance
   From the **General Menu** form in Banner, type **FGIBAVL** to access the **Budget Availability Status** form and hit **ENTER**.
B. Form Key Block.
   1. The cursor will be positioned in the **Chart** field. Leave the default value "W".
   2. Tab through the **Fiscal Year** field to display current fiscal year data.
   3. Tab until the cursor is in the **Fund** field. Enter the desired fund. The program and organization will default.
   4. Tab until the cursor is in the **Account** field. Enter "911000".
   5. Click the *Next Block* toolbar button.

The **FGIBAVL** form will look similar to the following. The **Available Balance** column shows the available budget for each budget pool. This information will be critical in determining if a budget revision is needed and if so, what budget pools can be adjusted.


Budget Availability Status FGIBAVL 8.6.0.2 (PPRD)
Chart: W
Fiscal Year: 14
Index:
Commit Type: Both
Fund: 125100 Dept Of Accountancy
Organization: 31241 Accountancy
Account: 911000 EPA Regular Salaries Budget Pool
Program: 101 Instruction
Pending Documents
Control Keys ---> Fund: 125100 Organization: 31241 Account: 911000 Program: 101

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
912000	SPA Regular Salaries Budg	32,870.00	5,883.34	26,986.70	-0.04
913000	EPA Acad Salaries Budget P	1,875,249.00	309,622.82	1,541,820.91	23,805.27
916000	Employee Allowance budge	100.00	29.50	0.00	70.50
918000	Benefits Budget Pool	0.00	68,132.85	0.00	-68,132.85
920000	Purchased Svc Budget Pool	68,896.00	12,675.89	6,450.80	49,769.31
930000	Supplies & Materials Budget	2,209.00	709.25	0.00	1,499.75
940000	Capital Outlay Budget Pool	1,500.00	123.90	0.00	1,376.10
950000	Other Expenses & Adj Budg	500.00	70.00	0.00	430.00

Budget Pools

Budget is maintained at a summary or pooled level, ex. 921000. Actual YTD expenses are recorded at the detail account code level, ex. 921990. Below is a list of selected budget pools. For a comprehensive list see *Attachment 1*.

Budget Pool	Description	Expenditure Code Ranges
920000	Purchased Services	923XXX-925140, 92515X, 925170, 92518X, 9252XX-929400
930000	Supplies & Materials	932XXX
950000	Other Expenses & Adjustments	95XXXX (exclude 954890)

Enter On Line Budget Revision

A. Access Banner Finance
From the **General Menu** form in Banner, type **FGAJVCQ** to access the **Journal Voucher Quick** form and hit **ENTER**.

B. Document Number Block

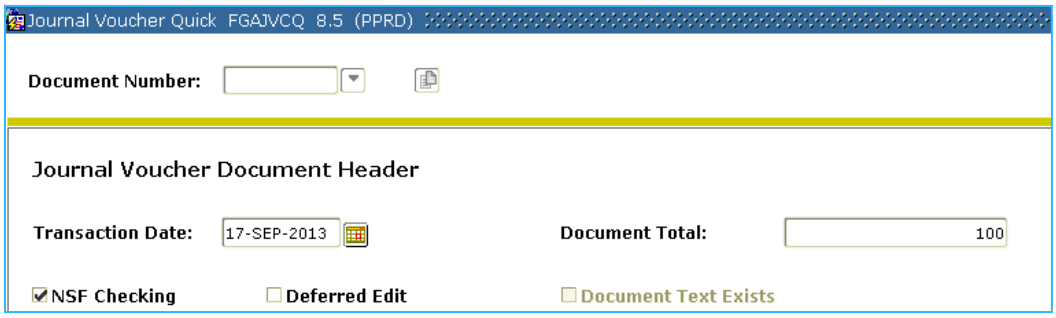
1. The cursor will be positioned in the **Document Number** field. Click the *Next Block* toolbar button.
2. The system will automatically assign the next sequential document number to the budget revision.

C. Journal Voucher Document Header Block

1. Click the *Next Block* toolbar button to move to the **Journal Voucher Document Header**.
2. Tab through the **Transaction Date** field. The system automatically enters the current date.
3. Tab to the **Document Total** field and enter the hash total. The hash total is the total of the pluses and the minuses or absolute value.

Example: If you are moving $50 from one FOAP to another, you would enter 100 in this field.

NOTE: The amount must be whole dollars only, no cents. Ex. 100.



D. Transaction Detail Form

1. Click the *Next Block* toolbar button to move to the **Transaction Detail** form.

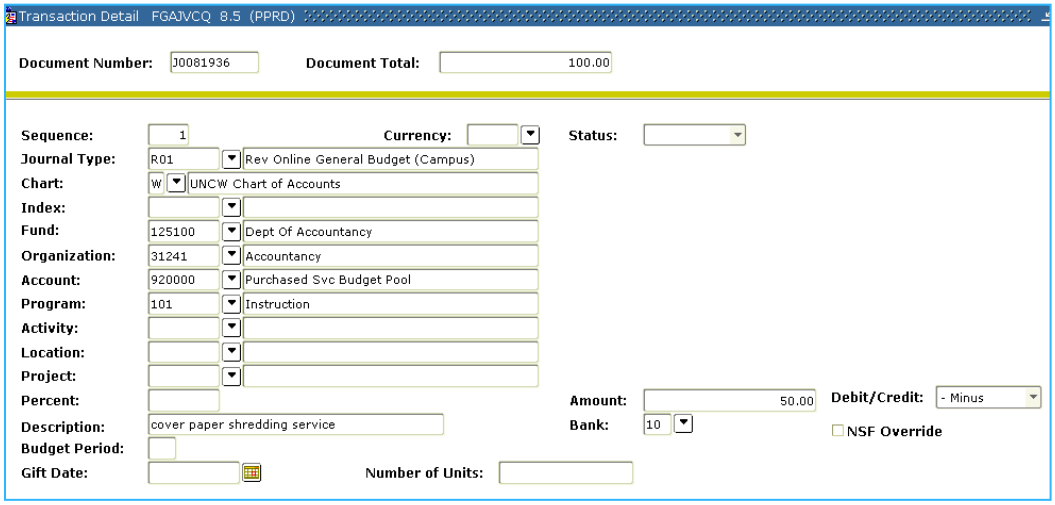
NOTE: At this point the Document Number field will be populated with the next available number. Please write this number down for future reference.

2. The cursor will be positioned in the **Sequence** field. **TAB** through the **Sequence** field and the system will assign the next sequential number to this transaction.
3. Enter the appropriate rule code in the **Journal Type** field and hit **TAB**.

Rule Codes

Code	Fund Limitations	Account Limitations	Fund Type Limitations
R01	General Funds – 1xxxxx	920000, 921000, 930000, 940000, 950000	11
R02	Trust, Agency, Auxiliary, Overhead – 2xxxxx, 3xxxxx, 28xxxxx, 9xxxxx	915000, 920000, 921000, 930000, 940000, 950000	12, 13, 31, 81, 82
R05	Budget Managers, General Funds – between 2 or more 1xxxxx	921000, 920000, 930000, 940000, 950000	11
R06	Budget Managers, Overhead – between 2 or more 2xxxxx	915000, 920000, 921000, 930000, 940000, 950000	12
R10	Ed & Tech Fees – between 2 or more 271xxx-274xxx	915000, 920000, 921000, 930000, 940000, 950000	271xxx-274xxx
R11	Application Fees – between 2 or more 275xxx	915000, 920000, 921000, 930000, 940000, 950000	275xxx

4. The cursor will be positioned in the **Chart** field. Leave the default value "W" and hit **TAB**.
5. **TAB** through the **Index** field.
6. **TAB** until the cursor is in the **Fund** field. Enter the desired fund. The program and organization will default.
7. **TAB** until the cursor is in the **Account** field. Enter the desired budget pool.
8. **TAB** until the cursor is in the **Amount** field. Enter the desired amount and hit **TAB**.
9. Enter a negative sign (-) to move the budget from the budget pool or a plus sign (+) to move budget to the budget pool and hit **TAB**.
10. **TAB** until the cursor is in the **Description** field. Enter a brief description for this budget revision.
11. Click the *Next Block* toolbar button.



E. Additional Line Items

1. You have completed the first sequence. ***DO NOT HIT ENTER.*** Press the down arrow key on the keyboard or click the *Next Record* toolbar button to begin entering the next record.

Shortcut: If the basic information for the next record is the same as the first, then you can make a copy of the first record and simply change the necessary information on the second record.

2. Click on the **Record/Insert** option from the **Menu Bar**.
3. Click on the **Record/Duplicate** option from the **Menu Bar**. This will make a copy of the first record.
4. Tab through the **Sequence** field and it will automatically assign the next sequential number.
5. Change the FOAP, Plus/Minus or Description information necessary for this second record.
6. Click the ***Save*** toolbar button after entering all entries.

F. Review Entry

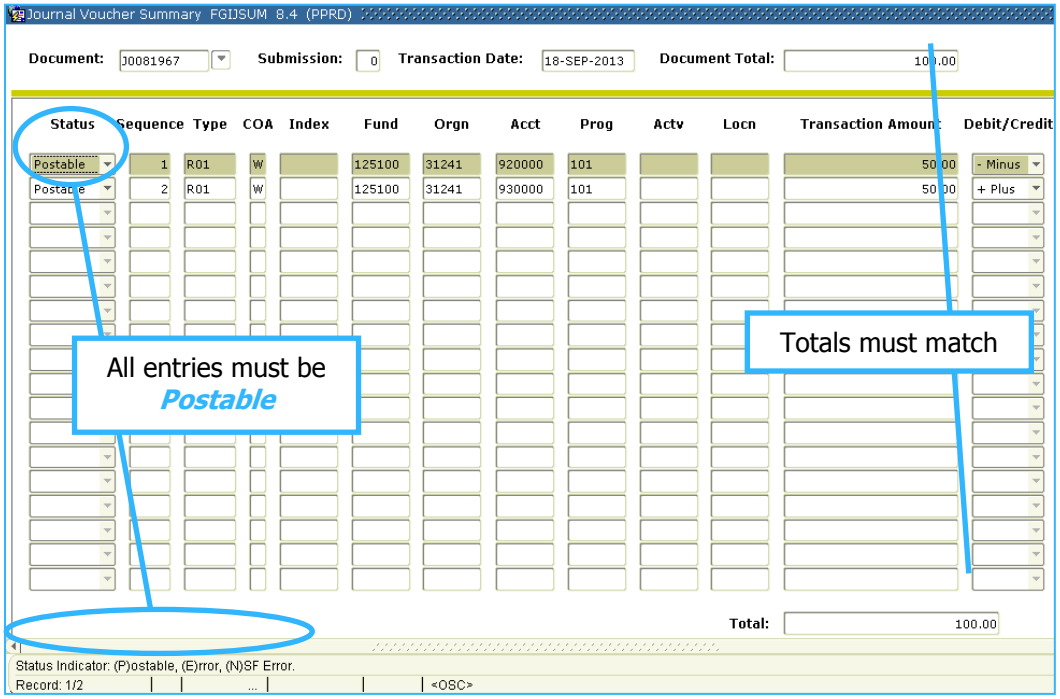
1. After completing the budget revision review the transaction for accuracy by selecting **Access Transaction Summary Info** under "Options" on the Banner toolbar. This will take you to the **FGIJSUM** form.
2. The document subtotal and summary total must match.
3. Review document status indicators.

   P Postable, record OK

   E Error, a correction to the record is needed

   N Insufficient funds

4. If corrections are needed, close the **FGIJSUM** form to return to the **FGAJVCQ** form.



Error Messages

Account must be ….

The wrong account number was used. Refer to the rule code documentation above for allowable accounts for each code. Only budget pools are appropriate for budget rule codes.

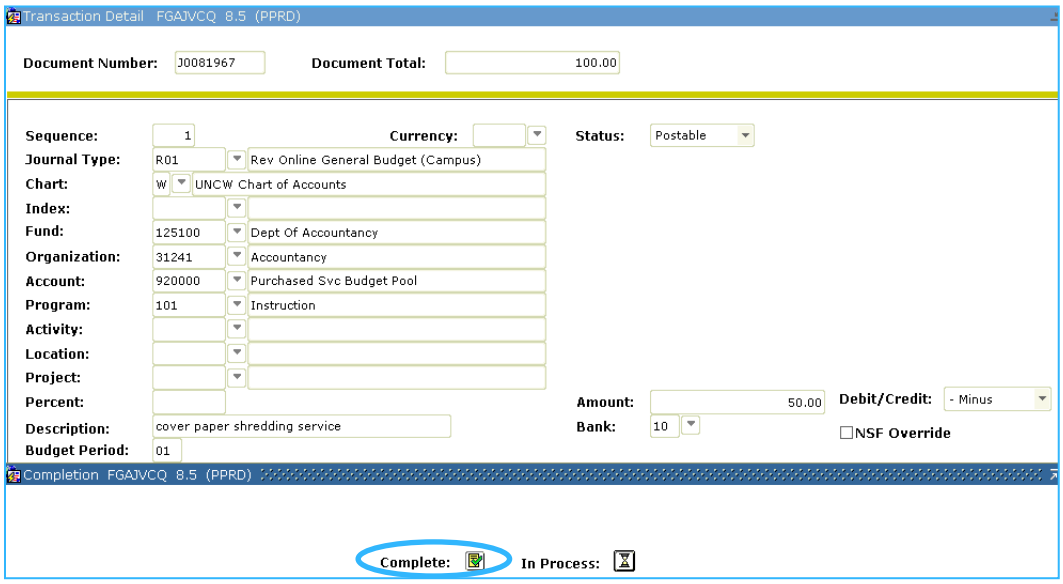
Must be … fund type.

The wrong fund type was used. R01 and R05 are for general funds, funds that begin with a 1. R02 is for all budgeted trust funds, funds begin with a 2, 3, or 9. RO6 is for overhead, funds that begin with 28. R04 is for contract and grants, funds that begin with 5. Refer to the rule code documentation above.

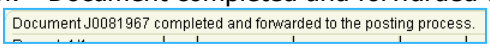
Transaction sign and "I" process are not consistent.
The wrong process sign was used. On line budget revisions must use a plus (+) or minus (-).
The pluses (+) do not equal minuses (-) within fund.
The pluses (+) must equal the minuses (-). On line budget revisions must be balanced or net to zero. Use a print screen of the **Transaction Summary** screen to determine the needed correction.

G. Complete Entry

1. After reviewing the budget revision click the ***Next Block*** toolbar button.
2. Click the ***Complete*** button.



3. When you have successfully completed the budget revision, a message will appear at the bottom of the screen: "Document completed and forwarded to the posting process."



4. Click the ***Exit*** toolbar button to close the **FGAJVCQ** form.

Tips

Use a print screen of the **Transaction Summary** screen for internal office record of budget revision.

If you have accidentally moved forward to a blank sequence that you will not use, select **Remove** under **Record** on the Banner toolbar. This will remove the unused record and return to the last completed sequence. You may then complete the document.

If the total of the pluses (+) and minuses (-) do not match the amount entered in the Document Total field, return to the **Document Header** and correct the total amount or return to the **Transaction Detail** form and correct the transaction.

If the incorrect Journal Type is used for the fund, return to the sequence in **Transaction Detail** screen and correct.

If you realize that you need to correct a transaction after the transaction has already been completed, completely reverse the transaction in error by entering a budget revision that is the opposite of the

incorrect one. Enter a new budget revision to reflect the correct action. Describe any reversal entry as "Reverse Budget Revision".

If the budget revision has not been completed and is no longer needed, you can delete it. Enter the budget revision document number in the **Journal Voucher Document Header** form and click the *Remove Record* toolbar button two times. On the first click, the lower left corner will display the following message, "Press Delete Record again to delete this record." On the second click the following decision box appears. Click Ok to permanently delete the journal voucher. This document will be deleted and the document number can never be re-used.

Suspended Journal Vouchers

This section will review the process for querying on suspended Journal Vouchers. Budget Revisions may become suspended for three reasons:

a. The posting process has not yet run. It is set to run every 30 seconds so this scenario should be rare.
b. The entry has not been completed (the user clicked In Process rather than Complete).
c. The entry is in a suspended state and must be investigated in order to complete it.

A. Access Banner Finance
From the **General Menu** form in Banner, type **FGAJVCQ** to access the **Journal Voucher Quick** form and hit **ENTER**.

B. Document Number Block
1. The cursor will be positioned in the **Document Number** field. Click the down arrow to access FGIJV**CD – Suspended Journal Vouchers** form.
2. A list of suspended journal vouchers will display.

List of Suspended Journal Vouchers FGIJVCD 8.0 (PPRD)

Document	Submission	Description	Amount	Transaction Date	Status
F0052710	0	TR21734 7304515316 Harvey	8,046.85	17-SEP-2013	I
J0081786	0	trnsfr from 92 to 94 server backup	6,000.00	09-SEP-2013	I
J0081787	0	trnfr from 92 to 94 sftwre licences	6,000.00	09-SEP-2013	I
J0081800	0	trsfr from 93 to 94 lic for CSC 220	2,400.00	09-SEP-2013	I
J0081833	0	needed for supplies	46.00	11-SEP-2013	I
J0081841	0	ULC 13-14 CRLA Luncheon	2,000.00	11-SEP-2013	I
J0081928	0	PDF Expert app	436.69	16-SEP-2013	I

Attachment 1 – Budget Pools		
Pool	**Description**	**Banner Expenditure Ranges**
911000	EPA Regular Salaries Budget Pool	911xxx
912000	SPA Regular Salaries Budget Pool	912xxx
913000	EPA Academic Salaries Budget Pool	913xxx
914000	SPA Premium & Holiday Budget Pool	914xxx
915000	Temp Employees Wages Budget Pool	915xxx
917000	Board Member Compensation	917510
918000	Benefits Budget Pool	916xxx, 918xxx
919000	Workers Compensation Budget Pool	9196xx
920000	Purchased Services	923xxx - 925140, 92515x, 925170, 92518x, 9252xx - 929400
920100	C&G Travel Budget Pool	925141, 925144, 92516x, 925171 - 925177, 92519x
920200	C&G Participant Travel Budget Pool	925145 - 925149
921000	Contracted Services Budget Pool	921xxx (excludes 921510)
921510	Contracted Serv - Acad Ser Bud Pool	921510
922000	Utilities Budget Pool	922xxx
930000	Supplies & Materials Budget Pool	932xxx
940000	Capital Outlay Budget Pool	9451xx - 945353, 945511, 945512, 945551, 945552, 9457xx - 9549xx
946000	Library Books, Journals Budget Pool	946xxx
950000	Other Expenses and Adjustments	95xxxx (exclude 954890)
954800	Indirect Cost Budget Pool	954890
960000	Grants State Aid & Asst Budget Pool	96xxxx
970000	Reserves Budget Pool	978xxx
980000	Intragovernmental Transfer Budget Pool	98xxxx
801000	Unbudgeted Pool, Not NCAS	All
801050	CI Budget Code	All